

✓ 1990-91

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 130 - MACHINE TRANSCRIPTION

TEXT: Machine Transcription, Barrington, Liddy and
Mithell
Proofreading Precision, Jones and Kane
20,000 Words, Leslie

SUPPLIES: 60-minute cassette tape
5 1/4" double sided, double density diskette
White bond typing paper

PREREQUISITE: OA 101, Beginning Typewriting, or equivalent
OA 103, Business Communications I, or equivalent

COURSE DESCRIPTION: Develops transcription proficiency from magnetic
media recordings. Emphasizes proofreading,
punctuation, spelling, typewriting and listening
skills.

COURSE OBJECTIVES: The student will transcribe mailable material from
machine-recorded dictation and demonstrate a
minimum speed of 25 transcription words a minute on
mailable copy.

Assignments will be marked on the following scale:

1. Mailable

- a) Perfect - no improvements possible: 9
- b) Good - minor improvements possible: 8
- c) Fair - visible corrections; wrong handbook
rule identified, but punctuation correct: 7

2. Unmailable

- a) Contains one or more errors: 3
 - Redo - satisfactory correction: 6
 - unsatisfactory 0

3. Late Assignments: -2 grade points

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GRADING: The final course mark is determined according to
 the following scale:

Assignments	20%
Spelling Tests	10%
Word Study Tests	10%
Transcription Tests	30%
Final Exams	30%